



Moorlands
Learning Trust

Freedom of Information Publication Scheme

| | Position/Committee | Date |
|----------------|---------------------------------------|------------|
| Prepared by | CEO/CFO | March 2026 |
| Approved by | Trust Board (Delegated to the CFO) | March 2026 |
| To be Reviewed | CEO/CFO | March 2029 |

Moorlands Learning Trust Publication Scheme on information available under the Freedom of Information Act 2000

This document applies to all academies and operations of Moorlands Learning Trust. The following related document(s) can be found on the Trust's website: www.moorlandslarningtrust.co.uk

- Freedom of Information Policy

The Trust's Publication Scheme applies to information released under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. This updated Publication Scheme explicitly incorporates the Environmental Information Regulations 2004 (EIR). The Trust will handle environmental information requests under the EIR framework, which provides separate rights of access and obligations distinct from FOIA.

Moorlands Learning Trust (the "Trust") and its academies are committed to making information about its operation and organisation generally available to the public, either through published documents (including those published on the Trust's and its academies' websites), or upon request.

In accordance with the Freedom of Information Act 2000, the Trust is required to have an approved Publication Scheme. The Trust has adopted the Model Publication Scheme prepared and approved by the Information Commissioner, see Appendix 1.

The Model Publication Scheme may be adopted without modification by any public authority without further approval and will be valid until further notice.

In addition to the Model Publication Scheme, organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the Scheme. This information can be found in the Schedule of Available Information, see Appendix 2.

HOW TO ACCESS INFORMATION

The Trust will make available the information it holds whether or not listed in the Publication Scheme unless the information is identified as not being available under one of the exemptions provided for by the legislation.

In line with the ICO Guidance, the Trust will provide data sets that are in a re-usable electronic format. (FOIA s.11A–11B on datasets and re-use).

The Trust will apply the latest ICO guidance, including changes introduced under the Data (Use and Access) Act 2025, when considering the release of personal data under FOIA

Requests for information must be made in writing, by email or letter, and should include the enquirers name and correspondence address, state what information is required and marked 'Publication Scheme Request':

By email: admin@mlt.co.uk

By letter: Moorlands Learning Trust
'Publication Scheme Request' Cowpasture Road
Ilkley LS29 8TR

COMPLAINTS

If you are unhappy with the response you receive to your request, you should contact the Trust by email or letter at the address given above.

If you are unhappy with the response to your complaint, you may ask the Trust to carry out an internal review by writing to the Chair of the Board of Trustees at the address given above. Your complaint or request for an internal review should be made within 40 days of the receipt of the original response and the Trust will reply within 20 working days of receipt.

If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Information Commissioners Office. Their contact

information can be found on their website: <http://www.ico.org.uk>

FURTHER INFORMATION.

More information about the Freedom of Information Act is available on the Information Commissioner's Office website at: <http://www.ico.org.uk>.

APPENDIX 1: PUBLICATION SCHEME

This Publication Scheme commits the Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information set out below, where this information is held by the Trust and its academies. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The Scheme commits the Trust and its academies:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and its academies and falls within the classifications below.
- To specify the information which is held by the Trust and its academies and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this Scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Trust and its academies makes available under this Scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.

To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

The Information we provide falls into the following categories:

CLASS 1 - Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance. CLASS 2

- What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

CLASS 3 - What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews. CLASS 4 -

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

CLASS 5 - Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

CLASS - 6 Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the Trust and its academies.

CLASS 7 - The services we offer.

Information about the services the Trust and its academies provide including leaflets, guidance, and newsletters.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this Scheme will be made available

The Trust will indicate clearly to the public what information is covered by this Scheme and how it can be obtained.

Where it is within the capability of the Trust and its academies, information will be provided on one or more websites. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Trust and its academies will indicate how information can be obtained by other means and provide it by those means - see Appendix 2 Schedule of Available Information.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Trust and its academies are legally required to translate any information, this will be done.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this Scheme.

Charges which may be made for Information published under this Scheme

The purpose of this Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Trust and its academies for routinely published material will be justified and transparent and kept to a minimum. For details of charging, please refer to the document 'Freedom of Information Policy', which can be found on the Trust's website: www.moorlandslearningtrust.co.uk

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this Scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by the Trust and its academies that is not published under this Scheme can be requested in writing when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

APPENDIX 2 – SCHEDULE OF AVAILABLE INFORMATION

Information available from the Trust and its academies under the Publication Scheme.

Environmental Information Regulations (EIR) – How the Trust Handles Environmental Information

The Trust recognises its statutory duty under the Environmental Information Regulations 2004 (EIR). Environmental information includes (but is not limited to) information on air, water, soil, land, flora and fauna, energy, noise, waste, emissions, environmental policies, and the state of human health as affected by environmental conditions.

Under EIR, the Trust will:

- Respond to environmental information requests within 20 working days (extendable to 40 working days for complex cases).
- Apply EIR exceptions rather than FOIA exemptions when assessing whether information can be disclosed.
- Provide advice and guidance to applicants to help them make effective environmental information requests.
- Charge only in accordance with the Trust’s published charging schedule and the EIR cost provisions.
- Proactively publish environmental information wherever possible, in line with the ICO Model Publication Scheme.

| CLASS 1 - WHO WE ARE AND WHAT WE DO | Available from | Charge |
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| Multi-Academy Trust Funding Agreement | Trust website: Moorlands Learning Trust Key Documents | Free |
| Memorandum and Articles of Association of Trust | Trust website: Moorlands Learning Trust Key Documents | Free |
| Details of the Directors of the Trust and their experience. | Trust website: Governance | Free |
| The name of the Chair of the Board of Directors and contact details. | Trust website: Governance | Free |
| Names of key personnel in the Trust, including the Chief Executive | Trust website: Governance | Free |
| The name of the Chair of the Local Governing Body of each academy and his/her contact details. | Academy websites: Our Schools | Free |
| A list of Governors on each academy Local Governing Body | Academy websites: Our Schools | Free |
| Names of key personnel in each academy | Academy websites: Our Schools | Free |
| The Trust Values and Ethos Statement | Trust website: Moorlands Learning Trust Vision | Free |
| Academy session times, term dates and holidays | Academy websites: Our Schools | Free |
| Locations, contact information, addresses, telephone numbers and email addresses | Trust & academy websites: Moorlands Learning Trust Contact and Our Schools | Free |
| Academy Prospectus | Academy websites Our Schools | Free |
| Results – including Ofsted reports | Academy websites: Our Schools | Free |
| Academy Curriculum | Academy Websites: Our Schools | |
| The remit and terms of reference of the Board and its committees (Scheme of Delegation) | Trust website | Free |
| A list of governors that have served on Local Governing Bodies and Directors that have served on the Board in the last academic year and their declared interests | Trust website & academy websites: Our Schools and Governance | Free |

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| The attendance records of directors at Board meetings in the last academic year | Trust website in the Annual Report & Financial Statements: Governance and Our Schools | Free |
| The attendance records of governors at Local Governing Body meetings in the last academic year | Academy websites: Our Schools | Free |
| CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT | Available from | Charge |
| Trust Annual Report and Financial Statements – containing details of various funding and income streams, expenditure types and audit reports | Trust website: Moorlands Learning Trust Finance | Free |
| The amount of pupil premium the Trust receives for each academy and how it is spent | Academy websites: Our Schools | Free |
| The amount of Year 7 Literacy and Numeracy Catch-up the Trust receives for each secondary academy | Academy websites: Our Schools | Free |
| The amount of Primary PE/Sport funding the Trust receives for each primary academy | Academy websites: Our Schools | Free |
| The Trusts' employees pay policy | Upon request. Moorlands Learning Trust Policies | Charge |
| Moorlands Learning Trust Executive Pay Disclosure | Trust Website: Moorlands Learning Trust Finance | |
| CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING | Available from | Charge |
| Academy profile including Annual Audit Findings Report Government supplied performance data. OFSTED report – summary and full report. Test, exam, and assessment results. Remote education. The Academy Trusts future plans DPIA's | Links from academy websites: Moorlands Learning Trust Finance and Our Schools | Free |
| Performance management policy and procedures | Upon request | Charge |
| Any major proposals on safeguarding and promoting the welfare of children | Upon request | Charge |
| Child protection – policies and procedures on safeguarding and promoting the welfare of children | Trust & Academy websites: Moorlands Learning Trust Policies | Free |
| CLASS 4 – HOW WE MAKE DECISIONS | Available from | Charge |
| Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria | Academy websites: Our Schools | Free |
| Details of the number of applications, number of places offered and appeals for places at each academy | Upon request | Charge |
| Trust Board of Directors meeting agendas, papers and minutes – information that is properly considered to be private will be excluded | Upon request | Free |
| Individual academy Local Governing Body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded | Upon request | Free |
| CLASS 5 – OUR POLICIES AND PROCEDURES – CURRENT INFORMATION ONLY | Available from | Charge |
| Please see the Trust and individual academy websites for a full list of all current policies | Trust and academy websites: Moorlands Learning Trust Policies | Free |
| CLASS 6 – LISTS AND REGISTERS- CURRENT INFORMATION ONLY | Available from | Charge |
| Curriculum circulars and statutory instruments | Upon request | Charge |

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| Any information the Trust is legally required to hold in publicly available registers. | For inspection upon request | Free |
| CLASS 7 – THE SERVICES WE OFFER | Available from | Charge |
| Extra-curricular activities. | Academy websites Our Schools | Free |
| Out of academy clubs. | Academy websites Our Schools | Free |
| Academy publications and newsletters. | Academy websites Our Schools | Free |
| Academy leaflets, booklets and magazines. | Academy websites Our Schools | Free |
| Services for which the academy is entitled to recover a fee, together with those fees e.g. hiring of academy facilities. | Academy websites Our Schools | Free |